

# Length/Height/Weight & Growth Grids 3 – WINNIE Online Training Module

MAY 2024

## Introduction

### Intro

This WINNIE online training module is provided by the Minnesota (MN) Department of Health WIC Program. It is a continued overview of the Length/Height/Weight page and Growth Grids in WINNIE, the MN WIC Information System.

### Date

All dates in this module are based on today's date being May 9, 2024.

### <Transition Slide>

<screen description – no audio> Slide transitions to Franklin Beane's Length/Height/Weight page in Certification Mode.

## Scenario

### Scenario 1

In this module, we'll look at entering referral measurements and how to document if a measurement is not correct.

### Scenario 2

Phillipa Basket is a 4-year-old being certified today.

We received referral data from a doctor's appointment she had on 4/18, which we jotted down earlier.

Although best practice is to enter the measurements while in Certification Mode, we have staff that help with adding measurements that cannot begin a certification, and right now, we are one of those staff people assisting a CPA.

Phillipa and her dad have arrived for her appointment.

Open her folder by double-clicking the card and review then delete the alert.

<no audio> Double-click on Phillipa's card to open her Participant folder and review then delete the alert.

## <Waiting>

<screen description – no audio> Working...please wait and spin icon display.

## Alert 1

<no audio> Double-click on Phillipa's card to open her Participant folder and review then delete the alert.

## Add Measurements 1

Open the Length/Height/Weight page.

## Add Measurements 2

Since she is still in a current certification period that ends on the last day of this month, we are able to add the measurement while in the Participant Folder.

Go ahead and add her referral measurements. Do NOT use the Tab key to navigate between fields. Follow any cues that display and click anywhere for a hint.

### **Displays on Add Measurements 2 - #:**

<no audio> Add Phillipa's referral measurements. Do NOT use the Tab key to navigate. Follow any cues that display. Click anywhere for a hint.

<audio – hint> Click the Add button.

## Add Measurements 3

Use the calendar icon in the date field.

## Add Measurements 4

<audio – hint> Click the left arrow.

## Add Measurements 5

<audio – hint> Select April 18.

## Add Measurements 6

<audio – hint> Click into the Inches field.

## Add Measurements 7

<audio – hint> Type 39.

## Add Measurements 8

<audio – hint> Click or tab into the Eighths field.

## Add Measurements 9

<audio – hint> Type 4.

## Add Measurements 10

<audio – hint> Click into the Pounds field.

## Add Measurements 11

<audio – hint> Type 50.

## Add Measurements 12

<audio – hint> Click or tab into the Ounces field.

## Add Measurements 13

<audio – hint> Type 4.

## Add Measurements 14

<audio – hint> Click the Source dropdown.

## Add Measurements 15

<audio – hint> Select Medical Clinic.

## Add Measurements 16

<audio – hint> Click the Save button.

## Add Measurements 17

Did you notice, at any time, anything wrong with this measurement?

Let's continue and view the Growth Grids.

Click the Growth Grids button.

## Growth Grids 1

Go ahead and review each Y2-6 grid, moving from right to left.

## Growth Grids 2-3

<no audio> Review each Y2-6 grid, moving from right to left.

## Growth Grids 4

By now, it should be pretty obvious that there is something wrong with our height measurement.

We've verified what we had jotted down was correct, so this appears to be an incorrect referral measurement.

Go ahead and close the grids.

<no audio> Click the Close button.

## Incorrect Measurements 1

We asked Dad if we could remeasure Phillipa, but he said that when she was measured at the doctor's she threw a tantrum and he had to deal with it all day and that he was too tired today for a repeat.

So, we need to indicate this measurement is not correct.

Go ahead and click the Edit icon.

WIC STAFF: Hmm. Her height from the doctor is less than the height we have from 6 months ago. Would you be OK if we remeasured Phillipa today?

CAREGIVER: "I'd really rather not. When she was measured at the doc's she threw a huge tantrum and then I had to deal with that all day. I'm too tired to deal today. Can't you just use what the doctor gave you?"

## Incorrect Measurements 2

We are going to select an option from the Incorrect Measurement Reason dropdown.

Open the dropdown.

<no audio> Click the Incorrect Measurement Reason dropdown.

## Incorrect Measurements 3

All of our options, Participant Disability, Other and Participant Uncooperative require further explanation in a note.

We can write a General Note with the subject of Ht/Wt/Blood or we can add the information into our SOAP note if our agency uses those.

Although it appears Phillipa was uncooperative during her measurement, since we didn't take the measurement, let's select Other and explain all that in a note.

<no audio> Select Other (explain in notes).

## Incorrect Measurements 4

We also want to ensure it doesn't show on the grid.

Do that then Save our changes.

<no audio> Ensure the measurement doesn't show on the grid then click the Save button.

<audio – hint> Toggle on Do Not Plot.

## Incorrect Measurements 5

<no audio> Ensure the measurement doesn't show on the grid then click the Save button.

## Growth Grids 5

Let's verify. Click the Growth Grids button.

## Print Grids 1

OK. Good to go.

Let's take a moment before looking at documenting our incorrect measurement to review printing grids.

Click the Print button.

## Print Grids 2

Unlike other documents, the grid opens in the same browser tab as WINNIE and is not downloaded.

It prints only the grid we are currently viewing.

The table below the grid is also printed along with the participant's name and the date it was printed.

The default destination is PDF, but we can also send it to our printer.

Its layout defaults to Portrait.

Go ahead and click that dropdown and select Landscape.

<no audio> Click the Layout dropdown and select Landscape.

## Print Grids 3

But it may print better Landscape.

That's really all there is to printing a grid.

Go ahead and click Cancel.

<no audio> Click the Cancel button.

## <Slide Transition>

<screen description – no audio> Slide transitions back to WINNIE (not showing browser tab).

## Growth Grids 6

And click the Close button.

## Document Incorrect 1

We're going to document that the measurement is incorrect in a General Note with a subject of Ht/Wt/Blood.

Go ahead and get that started. Click anywhere for a hint.

<no audio> Start the General Note. Click anywhere for a hint.

<audio – hint> Select Manage Notes from the sidebar.

## Document Incorrect 2

<no audio> Start the General Note. Click anywhere for a hint.

<audio – hint> Click the Add General Note button.

## Document Incorrect 3

<no audio> Start the General Note. Click anywhere for a hint.

<audio – hint> Click the Subject dropdown.

## Document Incorrect 4

<no audio> Start the General Note. Click anywhere for a hint.

<audio – hint> Select Ht/Wt/Blood.

## Document Incorrect 5

Click into the Note Text field, we'll add our documentation, then click the Save button.

## <Waiting>

<no audio – screen description> Spin icon displays.

## Document Incorrect 5A

We'll document who the referral is from and the reason for the incorrect measurement.

Per the alert we are also going to note that we are referring Phillipa to the RD next month where we should be able to get a valid measurement.

**NOTE CONTENTS:** Phillipa's height and weight for her 5/9 cert were provided by her doctor, Ima Docke, from an appointment on 4/18. Referral height is less than last WIC height. Asked Dad if we could remeasure and he said that Phillipa "threw a tantrum" when measured and he was "too tired to deal with that today". Since weight gain was more than one pound per month, issuing one month of benefits, referring to RD next month for remeasure.

<screen description – no audio> New note displays.

## Document Incorrect 6

We are switching roles. We are now the CPA.

<screen description – no audio> Slide transitions to Phillipa's Demographics page in Cert Mode.

## PF Info in Cert Mode 1

We've completed Demographics and Proofs.

Our helper has completed the income for Separation of Duties and added referral measurements and bloodwork in the Participant Folder.

Notice though that we don't have checkmarks yet.

We learned how to get the checkmarks, as long as the referral information is entered on the same date as the certification is completed, in the Certification training modules.

Go ahead and get the checkmarks for Income and Length/Height/Weight. Click anywhere for a hint.

<audio – hint> Select Income from the sidebar.

## PF Info in Cert Mode 2

<no audio> Get the checkmarks for Income and Length/Height/Weight. Click anywhere for a hint.

<audio – hint> Select Length/Height/Weight from the sidebar.

### PF Info in Cert Mode 3

<no audio> Get the checkmarks for Income and Length/Height/Weight. Click anywhere for a hint.

<audio – hint> To get the checkmark for measurements with a different Measurement Date than today, we must click the Edit icon.

### PF Info in Cert Mode 4

<no audio> Get the checkmarks for Income and Length/Height/Weight. Click anywhere for a hint.

<audio – hint> We just have to click the Save button.

### PF Info in Cert Mode 5

We need to note that unlike income when measurement information is entered into the Participant Folder by another staff person, the Certification History shows the person who opens the page while in Cert Mode as the staff person who completed the measurements. However, it is recorded correctly in the database.

### Next Module 1

We'll continue our review of Length/Height/Weight and Growth Grids in the next module. Click the button to continue.

## Knowledge Test

### True/False Q#1

True or False?

The system automatically does not plot measurements with an Incorrect Measurement Reason on the Growth Grids.

### Answer #1

The answer is False.

We must toggle on Do Not Plot for the system not to plot measurements with an incorrect reason on the Growth Grids.



## End

### End Slide

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the [WINNIE Questions for the State WIC Office](#) form.

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